63-7/26

16 September 1963

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MEMORANDUM FOR: Inspector General

SUBJECT

: The UCF and PSAS Campaign

- 1. The UCF and PSAS Campaign will be in full swing shortly. The time schedule is as follows:
 - 13 September 1963 -- Names of Agency Office Chairmen and Keymen submitted to Fund Drive Coordinator, Room 1D1606.
 - 26 September 1963 -- CIA 1 eymen's Rally in Auditorium at Headquarters, 2:00 p.m.
 - 27 September 1963 -- Distribution of "DCI Memorandum to All Employees". Distribution of promotional material to Keymen.
 - 10 October 1963 -- Deadline for the submission of Cffice Chairmen's first reports to Fund Drive Coordinator. Reports to be made weekly thereafter.
 - 31 Cctober 1963 -- End of the Campaign.
 - 2. The Office of Inspector General's quota is set at \$882.
- 3. There will be a meeting in 7D59 at 2:00 p.m. on 18 September which you Office Chairman should attend. He should bring with him the names of the Keymen (along with their room and telephone number) who will assist him in the Campaign.

	Please have your e the 2:00 meeting irman.		as to tl		a extension of your	25X1
OAD:rkg			10	1		

Distribution:
Original and 1 - Addressee

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